

**United States Probation and Pretrial Services  
Western District of Pennsylvania**

**CAREER OPPORTUNITY**  
**D03PAWP #11-06 – Probation Officer**

<b>OPENING DATE: January 10, 2011</b>
<b>CLOSING DATE: February 11, 2011</b>
<b>Pittsburgh Pay Tables (Based on 2011 Pay Rates)</b>
<b>Table B8: CL 25: \$40,287 - \$64,516 (PO's/POA's: CL 21 - CL 26)</b> <b>Table B8: CL 26: \$44,371 - \$71,043 (PO's/POA's: CL 21 - 26)</b> <b>Table L8: CL 27: \$46,817 - \$76,072 (PO's CL 27 - CL 28)</b> <b>Table L8: CL 28: \$56,093 - \$91,213 (PO's CL 27 - CL 28)</b>

**Salaries are based on qualifications and experience.**

The Pennsylvania Western Probation and Pretrial Services Office is seeking qualified individuals for the position of Probation Officer - Pittsburgh.

**Probation and Pretrial Services Office:** The Western District of Pennsylvania serves 25 counties. Probation Officers provide services to 13 U.S. District Judges and 7 U.S. Magistrate Judges.

The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown).

**Generalized Examples of Major Duties:**

- Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.
- Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.

- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations as required.

**Qualifications:** Bachelor's degree from an accredited four-year college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration. An advanced degree in a related field is preferred.

CL Level	Years of Required *Specialized Experience
25	One year *specialized experience equivalent to CL 23; or, completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: <ol style="list-style-type: none"> <li>1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.</li> <li>2. Standing in the upper third of the class.</li> <li>3. "3.5" average or better in a major field of study, such as business or public administration, human resource management, industrial relations, or psychology.</li> <li>4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or, completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.</li> </ol>
26	More than one year specialized experience equivalent to work at the CL 25
27	Two years' *specialized experience, including at least one year equivalent to work at the CL 25; or, completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
28	Two years' *specialized experience, including at least one year equivalent to work at the CL-27.

**General Experience:** Progressively responsible experience in such fields as investigation counseling and guidance of offenders in community corrections or pretrial programs or in closely allied fields such as serving as an education guidance counselor, social worker, caseworker, or psychologist.

*See next page for \*Specialized Experience*

**\*Specialized Experience:** Experience gained after completion of a bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. ***Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.***

#### **Application Process:**

Law enforcement retirement provisions require mandatory retirement at age 57 with 20 years of service due to the physical requirements of the position. **Therefore, first-time applicants for Federal probation and pretrial services assistants must not have reached their 37<sup>th</sup> birthday at the time of appointment.**

Persons wishing to be considered for the position should submit a resume, cover letter, and an *Application for Judicial Employment (AO 78)* (note ***Position #11-06 - Probation Officer on the AO 78 and be sure to complete Item #6 – Date of Birth (complete for law enforcement positions)***), which can be found at: <http://www.pawp.uscourts.gov/careers.htm> to:

**U.S. Probation Office  
Attn: Personnel  
P.O. Box 1468  
Pittsburgh, PA 15230-1468**

The U.S. Probation and Pretrial Services Office is not authorized to reimburse candidates for interview or relocation expenses.

#### **Occupational Information:**

Applicants must be United States citizens or eligible to work in the United States. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, which includes a Credit Bureau Check.

Prior to appointment, the selectees considered for these positions will undergo medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectees may then be appointed *provisionally*, pending a favorable suitability determination by the court. In addition, as conditions of employment, the incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

**Medical Requirements:** The medical requirements and the essential job functions derived from the medical guidelines for probation/pretrial services officers and officer assistants are available for public view at: <http://www.uscourts.gov/fedprob/officers.html>

**Selection Process:** Only the most qualified persons will be invited to a personal interview. Selected applicants will be required to interview at the headquarters office in Pittsburgh. ***No phone calls please.***

**Mandatory EFT (Direct Deposit)  
The Court is an Equal Opportunity Employer**